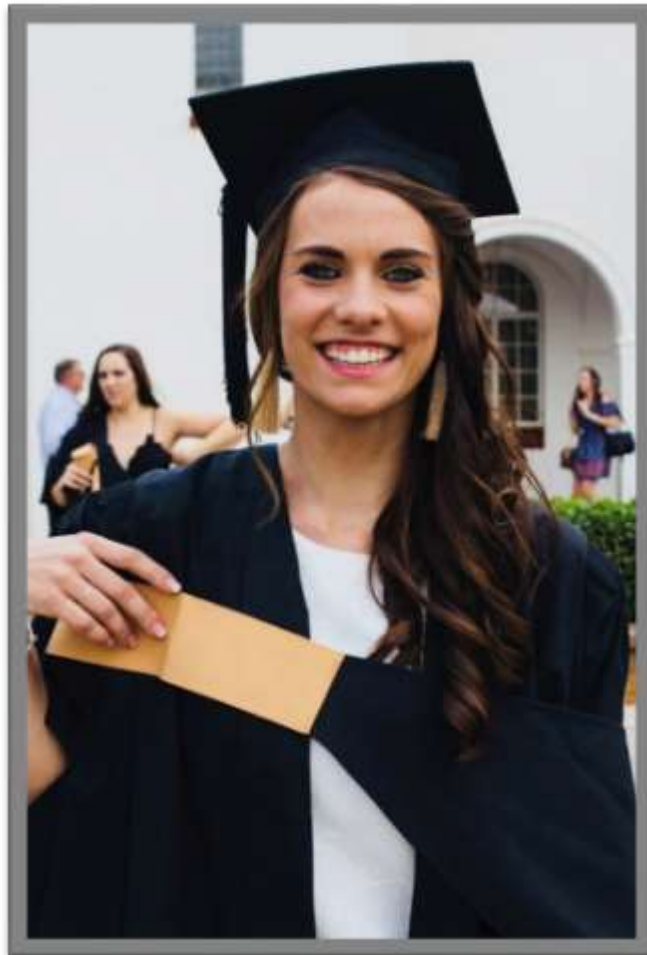


ZANRIA VAN SCHALKWYK

FINANCIAL ACCOUNTANT



CIRRICULUM VITAE

PERSONAL DETAIL

Surname : Van Schalkwyk
First name : Zanria
Date of birth : 1995/06/26
ID number : 95062600073
Gender : Female
Nationality : Namibian
Drivers License : Code B
Marital status : Single
Health status : Good
Criminal record : None
Contact number : +264 81 6698328
Email Address : vzanria@gmail.com
Language Proficiency : Excellent command of Afrikaans and English
Residential address :14 Turkoois Street
Eros
Windhoek
Namibia
Postal Address: PO Box 9519
Eros
Windhoek
Namibia

CAREER GOAL

To join an organization that gives me the opportunity to showcase my skills and also helps me gain practical exposure in the business sector.

EDUCATIONAL BACKGROUND

Please see attached certificates and academic records up to where it is available at this stage.

SECONDARY EDUCATION

2009-2013	Windhoek High School	: Matric Certificate (2009-2013) Namibia Senior Secondary Certificate Subjects: Physical Science, Higher level English Second Language, Higher level Biology, Higher level Geography, Higher level Afrikaans First Language, Higher Level Mathematics, Higher level
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TERTIARY EDUCATION

2014-2016	North West University	: Bachelor of Commerce in Financial Accountancy
2017	North West University	: Post Graduate Certificate in Education (PGCE) with Accounting and Economics as Major Subjects
2018	Succeed Academy	Certificate in the following: - Fundamental workplace skills - Rainmaking Skills - Life Orientation - Basic Computer Skills - Life Support and First Aid Procedure - Stress Management - Career Management - Basic Accounting Concepts - Assertiveness in the Workplace

Leadership

2017/2018	Klawerhof Ladies Resident	House Committee Member With Portfolios: Finance Clothing Sponsorships Second Years Media and Communication Clubhouse Finances
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CORE SKILLS

- Excellent Communication Skills
- Fluent English and Afrikaans
- Attention to Detail
- Hard Working Individual
- Target Driven
- Performance Driven
- Ability to Prioritize

COMPUTER SKILLS

- Sage Pastel Accounting Software
- Microsoft office
- Great soft web
- CaseWare
- MS Excel
- MS Word
- MS Outlook
- MS PowerPoint

WORKING EXPERIENCES

Current (2018- to date)

Organization:	CR Van Wyk and Company
Position Held:	Accounting Clerk
Responsibilities:	<ul style="list-style-type: none">• Processing of financial information<ul style="list-style-type: none">- cash book,- petty cash book- purchases, sales and general Journals• Issuing Purchases and Sales invoices, credit and debit notes• Reconciling Bank, VAT, debtors and Supplier and Customer• Administration of Financial related activities through Pastel & Great soft web• Adjusting Fixed Asset Registers of Various companies• Attending to import VAT, VAT, PAYE, WOT, Income Tax Returns<ul style="list-style-type: none">- Completion and submission thereof• Responding to tax queries and conducting VAT audits with Receiver of Revenue.• Responding to year-end audit queries and preparing documents for yearend Audits<ul style="list-style-type: none">-Drafting of Annual Financial Statements• Ensuring compliance with relevant legislation, standards and policies<ul style="list-style-type: none">-Record keeping and filling

	<ul style="list-style-type: none"> • Ensuring that deadline are met • Client Correspondence • Utilizing exceptional interpersonal skills to establish, build and nature good working relationships with clients, colleagues. • Capably performing multiple tasks simultaneously while maintaining meticulous attention to detail
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Previous: (2016)

Organization:	Tenbergen Executive Hillside Hotel
Position Held:	Accounting Assistant (Vacation Job)
	<ul style="list-style-type: none"> • Setting up and Adjusting Fixed Asset Registers • Conducted stock counts • Conduction of secretarial duties

PROFESSIONAL ATTRIBUTES

- A high standard of professionalism in my work
- The ability to remain calm and objective in all situations
- The ability to quickly identify and resolve client problems
- Able to work autonomously and in a team environment
- A good sense of humor and the willingness to be part of a team
- Detail ordinated in the work that I perform
- The ability undertakes and completes assigned tasks, meets targets and program requirements and deadlines, anticipates problems and plans ahead, and adapts to professional standards and policies.

REFERENCES

CR Van Wyk & Co (Chartered Accountants and auditors)

Justin Benade

Accounting Manager

Contact: (+264) 81 286 0259

North- West University Potchefstroom

Lucas Steyn

Head of the Accounting Department

Contact: (+27) 71 678 6981

North- West University Potchefstroom

Hendrik Du Plessis

Head of the Educational Department

Contact: (+27) 79 286 3301

North West University Potchefstroom

Faculty of Economics and Management Sciences

Me A Roets

Contact: (+27) 18 299 1030

Klawerhof Ladies Residence

Prof. Leonie Stander

Hostel Parent

Contact: (+27) 72 041 0100

Windhoek High School

Mr. Hawie Engels

Principal

Contact: (+264) 61 235 195

Hillside Hotel at Tenbergen

Con Brand

Partner

Contact (+264) 61 248 300

